

# DUTY STATEMENT

<b>Classification:</b> Health Program Specialist I		<b>Position Number:</b> 811-145-8338-001	
<b>Branch/Section:</b> RCHAB/Safer Alternatives Assessment and Biomonitoring Section			
<b>Location:</b> Oakland or Sacramento		<b>Effective Date:</b>	
<b>Management Designation</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Conflict of Interest</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Supervision Received:</b>	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Supervision Exercised:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Pursuant to Government Code Section 3100-3109, all public employees are declared to be disaster service workers for the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies. Such emergencies may result in conditions of disaster or extreme peril to life, property, and resources and require an appropriate response. This is of paramount importance to the state in protecting its citizens and resources.

## POSITION SUMMARY

The Safer Alternatives Assessment and Biomonitoring Section (SAABS) of the Reproductive and Cancer Hazard Assessment Branch in the Office of Environmental Health Hazard Assessment (OEHHA) carries out the following activities: conducts OEHHA's component of the California Environmental Contaminant Biomonitoring Program (CECBP; also known as Biomonitoring California); identifies and assesses emerging environmental contaminants concerns using innovative methods; provides high-level biostatistical support, including conducting complex dose-response assessments under Proposition 65 and assessing exposures and risks associated with fuel-related air pollutants; and provides expert technical assistance to other OEHHA programs and other California agencies, such as the California Air Resources Board (CARB) support for implementation of the Community Air Protection Program under AB 617 (Garcia, Chapter 136, Statutes of 2017).

Under direction of the Environmental Program Manager I (Supervisory), Chief, SAABS, the Health Program Specialist (HPS) I serves as a highly skilled professional responsible for a range of duties for Biomonitoring California, which is a multidisciplinary, interdepartmental, and sensitive program. The HPS I develops and disseminates health education materials, including web-based and multimedia tools; conducts community engagement activities; and oversees participant contact for community exposure studies. The HPS I performs the following duties and other related work:

## ESSENTIAL FUNCTIONS

- 30% Develop and Disseminate Health Education Materials.** Develop health education materials, including printed and electronic materials, on complex and sensitive topics related to biomonitoring for a wide range of audiences. Tailor the materials to the needs of specific audiences, which could include addressing low literacy and non-English speaking needs, and ensuring that the materials are culturally appropriate. Create and maintain Biomonitoring California website content related to health education, such as web-based tools aimed at the general public and targeted content for diverse communities that may participate in biomonitoring studies. Generate packets of materials to return biomonitoring results to participants of community exposure studies, and submit materials for review by the appropriate Institutional Review Boards.
- 30% Conduct Community Engagement Activities.** Plan engagement activities (such as community meetings and recruitment events) with AB 617 communities, other communities impacted by chemical exposures, and public stakeholders across the state for Biomonitoring California. Develop and lead workshops and trainings (such as trainings for community organizations on communicating biomonitoring results to study participants and the public). Create outreach materials for specific purposes (such as flyers to advertise recruitment events). Attend community meetings, including meetings of the AB 617 Steering Committees. Present general information about biomonitoring and summaries of results from AB 617 targeted biomonitoring studies at community meetings and other public events.
- 20% Oversee Participant Contact for Community Exposure Studies.** Manage contact with participants in community exposure studies to ensure that all communications and interactions are conducted with strict adherence to the legal mandates of Biomonitoring California and study protocols approved by the California Committee for the Protection of Human Subjects (the State's Institutional Review Board). Interact in person with potential participants at community events for the purpose of recruiting them for OEHHA exposure studies. Work with field staff collecting urine and blood samples from study participants in accordance with proper procedures. Visit study locations, such as schools or participants' homes, to identify local chemical exposure sources and record other site characteristics. Interact with study participants via telephone to provide appropriate follow up on biomonitoring results.

- 15% Facilitate Public Participation in Biomonitoring California.** Coordinate logistics necessary to convene three Scientific Guidance Panel (SGP) meetings per year, which are the primary avenue for public participation in Biomonitoring California. Consult with Panel members on meeting dates to ensure there are no scheduling conflicts. In consultation with panel members and SAABS staff, develop meeting agendas. Set up webinar access and manage the webinar on the day of the meeting, including public comment during the meeting. Coordinate with the court reporter to ensure that an accurate transcript of the proceedings is produced and review the meeting transcript. Oversee posting of meeting materials to the Biomonitoring California website to ensure accessibility. Facilitate ongoing public participation in Biomonitoring California by developing listserv notes, monitoring the Biomonitoring California email account, and responding to general public inquiries about Biomonitoring California.

### **MARGINAL FUNCTIONS**

- 5% Network with Other Health Education Professionals.** Attend and give presentations at meetings and conferences at the local and national level to interact with other state and national experts.

### **REQUIRED QUALIFICATIONS**

- Proficient in principles, methods, and techniques for planning and implementing health education and community engagement activities.
- Keen observational sense and quick thinking in sensitive situations.
- Knowledge of public health and environmental health topics, including biomonitoring, chemical exposure and toxicity, and environmental justice.
- Functions effectively in a team and works cooperatively with outside agencies and departmental staff.
- Communicates effectively verbally and in writing.
- Dependable in meeting work-related responsibilities.

### **DESIRED QUALIFICATIONS**

- Ability to interact effectively and professionally with a wide variety of people from all walks of life.
- Working knowledge of the federal standards for Culturally and Linguistically Appropriate Services.
- Experience working with non-native English speakers.
- Produce high quality work products that clearly and concisely convey complex information in language accessible to diverse communities.
- Committed to ethical principles in carrying out public and environmental health programs and activities.
- Experience developing materials for and responding to Institutional Review Boards.

### **WORKING CONDITIONS**

- OEHHA has a hybrid work environment that includes work in an office setting in a downtown high-rise building and telework at home. Work settings also include other authorized off-site locations as needed; representing the program at public meetings and with community organizations; and conducting field duties for biomonitoring studies.
- Extensive computer use, which involves prolonged sitting, viewing of a monitor, and repetitive motion.
- Time-critical assignments.
- Potential irregular work hours to accommodate evening and weekend meetings with the public and study site visits.
- Travel across California for community engagement meetings and study activities.
- Travel to other OEHHA locations for business-related needs as necessary.

**(Attach additional sheet if necessary)**

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
<b>Employee Signature:</b>	
I certify that the above accurately represent the duties of the position:	Date:
<b>Supervisor Signature:</b>	
<b>PERSONNEL USE ONLY: This personnel action has been reviewed and approved by:</b>	
<b>Personnel Analyst Signature:</b>	Date: